



**CITY OF ST. LOUIS
OFFICE OF VIOLENCE PREVENTION**

**REQUEST FOR PROPOSALS
FOR
COMMUNITY VIOLENCE INTERVENTION AND PREVENTION**

RFP OPENING DATE: March 20, 2023

City St. Louis Office of Violence Prevention
1200 Market Street, Room 401
St. Louis, MO 63103
(314) 299-2203

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

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COMMUNITY VIOLENCE INTERVENTION AND PREVENTION REQUEST FOR PROPOSALS

ESTIMATED SCHEDULE – SUBJECT TO CHANGE

Date	Activity/Time
March 20, 2023	Request for Proposals Released
March 31, 2023	Deadline for Bidder's Pre-Application Conference Questions
Questions and Answers	Questions will be answered within 1 week of being posted

Submissions will be accepted on a rolling basis until all funding is allocated.

I. Purpose and Intent

The City of St. Louis Office of Violence Prevention is seeking proposals for community violence intervention and prevention programs. The Office of Violence Prevention is committed to programs that intervene directly with individuals experiencing violence and provide evidence-based programming to disrupt the cycle of violence.

The purpose of this RFP is to appropriate \$16 million of the funding allocated to community violence intervention and prevention over the next several years. \$10 Million is designated for Community Violence Intervention and Prevention and \$6 Million has been designated for youth diversion programs. Award amounts of varying sizes will be considered, with potential awards of up to \$750,000.00 annually. Fiscal sponsorship is allowed.

The goal of this RFP is to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified, responsive, and responsible proposals. Hereinafter, organizations interested in submitting a proposal in response to this RFP shall be referred to as "Respondents."

Issuing an RFP does not obligate the City of St. Louis to award a contract to any provider, nor is the City of St. Louis liable for any costs incurred by the organizations in the preparation of proposals. Nothing in this RFP nor in any proposal in response to this RFP is intended to be, nor should anything be construed, as an offer of engagement. Nor shall the selection of a Respondent be construed as an offer of engagement unless and until a contract is fully negotiated and fully executed by all parties. The City retains the right to award parts of the contract to several bidders, not to select any bidders, and/or to re-solicit proposals.

The City reserves the right to reject any and all proposals submitted and to waive any and/or all non-material irregularities pertaining to the submission of the proposal. Additionally, any and all RFP projects elements, requirements and schedules are subject to change and modification. The City also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspect(s) of the RFP process to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any organization/business. All submitted materials will become the property of the City, may become

public documents at any time during the selection process, and will become public documents at the conclusion of the selection process. Any and all documents submitted by the Respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law. By submitting a response to this RFP, each Respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

II. Contact Person and Questions

Please direct all communications regarding the RFP Process to: Office of Violence Prevention at violence-prevention@stlouis-mo.gov. Any correspondence shall be clearly marked with “RFP—COMMUNITY VIOLENCE INTERVENTION AND PREVENTION”. No contact with other City employees is permitted. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal.

Questions must be submitted no later than March 31, 2023. The Office of Violence Prevention will maintain a list of all firms or individuals requesting copies of the RFP and will ensure that copies of all questions and responses shall be made available in writing to each firm on such a list, when requested. All questions will be addressed in writing through addenda posted on the City of St. Louis website. Respondents must locate “Community Violence Intervention and Prevention Request for Proposals” at the following address: <https://www.stlouis-mo.gov/government/procurement.cfm>

Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and section number to which it relates. Short procedural inquiries may be accepted by telephone; however, oral explanations or instructions given over the telephone shall not be binding upon the Office of Violence Prevention. Respondents should not otherwise contact the Office of Violence Prevention directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

Contact with the Office of Violence Prevention after the submission of proposals is limited to status inquiries only and such inquiries are only to be directed to the above email. Any further contact or information about the RFP to the Office of Violence Prevention or any of its employees or any Selection Committee Members will be considered an impermissible supplementation of the respondent’s proposal.

III. Submission

Please submit your proposal via email to the Office of Violence Prevention at violence-prevention@stlouis-mo.gov electronically and only in standard (8 x11 inch letter sized) in both Microsoft Word and PDF formats. ***Incomplete proposals will not be accepted.*** Applicants must adhere to the following:

- Must be in the English language.
- Double spaced with one-inch margins.
- Use 12-point Times New Roman or Calibri font.

- Number each page at the bottom, except for the cover page.

The RFP attachment must be named to clearly indicate that it is in response to the **RFP FOR COMMUNITY VIOLENCE INTERVENTION AND PREVENTION**.

IV. Required Qualifications and Certifications

Respondent Expectations:

1. The Respondent shall have experience providing services in the area of public safety interventions, violence prevention, mentorship, therapeutic services, social supports and/or community engagement.
2. The Respondent shall have experience working in partnership and maintaining fundamental relationships with other nonprofits, resident leaders, faith leaders, youth, justice partners, local commands, city agencies and/or neighborhood-based community institutions to meet clients' service needs.
3. The Respondent shall have the ability to quickly assume operation of this program and easily incorporate this program into the organization. **Programs should anticipate beginning operations no later than three months from the signing of the contract.**
4. The Respondent shall have a history of work centering equity for Black and Brown communities.
5. If the Respondent is providing services at a single physical location, that location must be accessible by public transportation for the population to be served.
6. Respondents should demonstrate close links to health, mental health, vocational, educational and other social services for participant referral services.
7. Selected Respondents will be part of a cross-sector network that will work with funded partners and city agencies.
8. The successful Respondent will be expected to be available for virtual and/or in-person meetings during regular business hours. The Office of Violence Prevention operates Monday-Friday from 8:00 a.m. to 5:00 p.m.

V. Scope of Services and Objectives

The Office of Violence Prevention (OVP) takes a data driven approach to implementing community centered violence intervention and prevention strategies that create safe and healthy neighborhoods. Community approaches to violence intervention and prevention start with people at the center of serious violence and extend outwards to their loved ones and the broader community. The Office of Violence Prevention's goal is to bring together a network of community providers and system partners to support people as they move towards safety, healing, and growth. The network relies on skilled workers with a personal understanding of trauma, who meet people where they are and form strong relationships.

Successful applicants will be required to participate in coordinated efforts with other funded agencies, and other key system partners. Agencies will be expected to participate in training and technical assistance designed to build capacity and ensure fidelity to best practice service models. Additionally, funded agencies are required to participate in evaluation activities to inform continuous improvement and learning among the network.

VI. Program/Services Areas

This RFP will provide funding for the programs/services listed below. You can only include one program/service in your proposal. An agency can submit more than one proposal, as long as the proposals are for different programs/services and are substantially different. Substantially different is defined as having a different program design, staffing, program location, or priority population receiving services. In other words, applicants may not submit the exact same proposal for different programs/services.

Applicants submitting multiple proposals should describe the relationship between the programs and services, if appropriate.

A. Violence Interruption and Reduction Services

The Office of Violence Prevention (OVP) seeks programs that use credible messengers to prevent and reduce gun violence in the City of St. Louis. OVP seeks to oversee the deployment of proactive strategies aimed at fostering meaningful relationships in St. Louis' most violent neighborhoods, steering those involved in violence (or at a high risk of violence) into alternative positive choices, mediating neighborhood conflicts, and responding to neighborhood crises related to violence.

OVP seeks to work with multiple providers. Respondents can submit a proposal for one or multiple sites. However, all selected organizations will be required to work together towards shared outcomes developed and supervised by the Office of Violence Prevention.

Target areas will be determined by the Office of Violence Prevention based on shooting and homicide data. The targeted areas should not exceed more than a ten-block radius. Provider should have an established relationship with and/or programming in the area(s) in which they are applying. Changes or adjustments to the targeted areas should be informed by violent crime data and in consultation with the Office of Violence Prevention (OVP). Staff will be required to work weekends, evenings, and late nights up to 4am based on seasons and needs. Respondents should pick a proposed target neighborhood from the list on page 14.

Provider May Operate Outside of the Targeted Areas Only for the Following Reasons:

- Double, triple, or multiple shootings or homicides

- Shooting or homicides incidents which occur in community safe spaces (schools, churches, recreation center, etc.).
- Shootings or homicides that involve victims who are minors (under 18 years of age).
- OVP has requested a response to the incident. The goal is to create a citywide response team.

The Respondent's description of their proposed programming in the narrative (Appendix A) should address each of the following objectives and describe in detail how they will achieve the objective.

- How community is involved in the strategy.
- Professional development plan for all violence interruption workers.
- Safety plan and trauma supports for staff.
- How outreach teams are deployed, including:
 - The specific target areas that outreach teams will canvass and direct most of their efforts to reduce and prevent gun violence.
 - How the Respondent will ensure workers with the most credibility are the ones canvassing and building relationships in the specific target areas.
- How violence interruption teams will respond to homicide and shooting incidents, which includes, but not limited to:
 - Engaging victims, families and individuals involved or exposed to violence, and groups or individuals likely to retaliate.
 - Canvassing and providing information on relevant resources available to assist residents in the effected neighborhoods.
 - Collecting street level intelligence in report form to guide efforts to prevent and reduce violence in the target areas.
 - Mobilizing the community to prevent gun violence (e.g., organizing a community vigil, rally, peace march, etc.)
- How data will be collected and analyzed to drive decision making.
- Leadership and management, accountability, performance metrics and training.
- Provide two written scenarios that demonstrate your understanding of violence interruption and reduction work.

Successful Respondents will:

- Meet with OVP weekly to discuss homicides, shooting incidents, community outreach, etc.
- Submit weekly, monthly, and quarterly reports including but not limited to the following information to the Office of Violence Prevention
 - # Of incident responses per target area
 - # Of community meeting/events attended per target area
 - # Of mediation sessions per geographic area

- Track performance related to Homicides and Shootings including but not limited to the following information to the Office of Violence Prevention
 - Number of shooting and homicide incidents responded to by crisis teams
 - Number of calls for assistance answered
 - Number of conflicts mediated
 - Number of community meetings organized to respond to violence (e.g., vigils, cleanups, mobilizing residents to prevent violence, etc.)
 - Number of individuals or families connected to support services
- Ensure a high response rate to Shootings and Homicides must respond to 95 percent of the shootings and homicides that occur in the targeted areas. The following activities constitute a response to a shooting or homicide:
 - Engaging victims, families and individuals involved or exposed to violence, and groups of individuals likely to retaliate.
 - Canvassing and providing information on relevant resources available to assist residents in the affected neighborhood.
 - Collecting street level intelligence in report form to guide efforts to prevent and reduce violence in the target areas.
 - Organize a community vigil, rally, peace march, etc. (community mobilization).

B. Violence Interruption and Reduction Training

The Office of Violence Prevention (OVP) oversees violence prevention strategies and initiatives that strive to prevent, reduce, and end violence – particularly gun violence – in the City of St. Louis. Working in close partnership with law enforcement, City agencies, and the community, OVP works to build the needed coalitions to advance effective prevention policies and programs citywide while increasing awareness about what works and building on the strengths in communities to promote a culture of nonviolence.

Training objectives include the following:

1. Violence Reduction Fundamentals

- Learn the theory of treating violence as a public health epidemic.
- Acquire a baseline understanding of hospital-based intervention models.
- Learn the impact of violence interruption/intervention work from a national perspective.

- Receive introduction to interruption and outreach, including roles and responsibilities.

2. Safety Measures and Training

- Understand de-escalation and conflict resolution tactics.
- Learn the fundamentals of community outreach and high-risk youth work.
- Assess for potentially violent events.
- Identify tactics to prevent the initiation of violence or retaliatory acts through mediation and conflict resolution.
- Be prepared to develop safety plans, both programmatic and individualized.

3. Impact of Trauma

- Introduce the basics of psychological and emotional trauma.
- Incorporate trauma-informed care principles into the core objectives of the model.
- Develop framework for designing, implementing, and sustaining a trauma-informed approach focused on the wellness of staff.
- Train staff on methods for behavioral change to reduce risk of injury/re- injury and involvement in violence.

4. Accountability and Analysis

- Introduce the development of boundaries and professional conduct.
- Train staff on the importance and impact of data collection, and provide guidance on how to report data effectively.
- Learn the landscape of social services available to communities impacted by gun violence.

5. Communications and Engagement

- Understand effective public education strategies.

- Foster skills to identify, engage, and build relationships with participants and prospective participants.
- Strengthen skills to organize key community members, including residents, faith leaders, and service providers through public education and community-building activities.
- Learn how to collaborate with law enforcement on gun violence reduction.

OVP requires at a minimum the services listed below, including the specific tasks and work activities described. Respondents should state in detail in the appropriate section of the program narrative (Appendix A) how they will carry out each task below. The Respondent should propose criteria to determine when the tasks comprising the service are satisfactorily completed. Respondents may propose additional or revised tasks and activities but should explain why each is necessary to achieve the objectives.

1. Violence Interruption and Reduction Training: violence interruption and reduction training for credible messengers and administrative staff. Training should include but is not limited to mediation, trauma-informed care, de-escalation, etc.
2. Onboarding and Management Training: systematic onboarding training and management practices to equip staff with the understanding to combat gun violence using a public health approach. Training should also include core administrative functions, such as referral to services and recordkeeping/data collection.
3. Community Outreach Training: effective interruption, organizing, and outreach tactics to connect with community members to help create safety measures for staff.

OVP requires completing and delivering at least the tangible work products listed below. For each work product, the Applicant should propose satisfactory completion and delivery criteria. Applicants may propose additional or revised tangible work products but should explain why each is necessary to achieve the project objectives.

1. Training Theory of Change—The successful Respondent shall develop a training framework/logic model that outlines the training methods and correlates them to the desired outcomes.
2. Training Curriculum - The successful Respondent will create a standardized curriculum for providers to use for current and future hires. Manual training should include but not be limited to the following: Violence Interruption and Reduction, Trauma Informed Care, Onboarding and Management, Community Outreach Training, etc.

- 3 Ongoing Professional Development – The successful Respondent will create an evaluation rubric for staff, as well as a recommended ongoing supports and training for staff and management.
- 4 Staff Wellness Plan – Respondents should develop a plan for mitigating vicarious trauma and other staff wellness needs.

C. Youth Diversion

This strategy area aims to help youth move away from deeper involvement in violence and the juvenile justice system through coordinated interventions. Funding is available for programs that divert youth from arrest or prosecution and help them transition back to school and community after confinement.

Programs may use restorative justice or other approaches that promote accountability and healing between young people and the victim/community.

Programming may include:

- Coaching
- Case Management
- Assessment, service planning, and follow-up
- Family Involvement
- Service Referral
- Incentives (i.e. stipends)
- Case Conferencing
- Training
- Career Exploration
- Academic Support

D. Domestic Violence / Intimate Partner Violence

This strategy area directs funding towards interventions that support people experiencing domestic/intimate partner violence. The goal is to help survivors meet their immediate safety needs and provides resources that aid them in their journey towards healing, resiliency, improved mental and physical health, and stability, including dedicated funding for emergency shelter and connections.

Programming may include:

- Crisis response and stabilization services
- Legal support services
- Wraparound support services
- Safe Spaces
- Emergency Housing

- Innovative Approaches

E. Violence Prevention

The Office of Violence Prevention is committed to funding programs that intervene directly with individuals experiencing violence to disrupt the cycle of violence. That includes both large-scale programs already considered national models and smaller, grassroots efforts with a proven track record of community impact.

Many of St. Louis' most economically disenfranchised residents live in neighborhoods that continue to suffer the direct effects of repeated trauma, the indirect effects of unhealed past traumas and continue to experience a disproportionate burden of violence and its corollary effects.

Programming may include:

- Restorative Justice Services
- Mentorship and Relationship Building Services
- Wellness Services for Community Violence Intervention Staff
- Case Management
- Life Coaching
- Employment Services

F. Reentry

The City of St. Louis seeks to fund community-based supportive reentry services that are either paired with new in-custody services that begin in jail or prison and continue into the community (hybrid model) or are partnered with existing in-custody services. The goal is to reduce the likelihood of repeat criminal legal system involvement by:

1. Ensuring seamless coordination so that individuals can identify their goals while incarcerated and continue making progress on their goals following their release.
2. Tailoring opportunities and services to individuals' specific risks, needs, and interests, inherently valuing individual choice and autonomy.
3. Engaging clients in services through building trusting relationships.

Respondents must include a minimum of one of the following program components into their model.

- Provide direct services in the community to address a variety of needs that often arise as individuals transition from incarceration to life in the community. Services may include (but are not limited to) employment-related supportive services, therapeutic services, and social service supports.
 - Employment-related supportive services include, but are not limited to, direct placement in unsubsidized permanent employment, job training and job

readiness workshops (may be paid), resume writing, soft skills development, obtaining professional clothing, career certifications, rap sheet clean-up, and assistance obtaining identification and vital documents.

- Therapeutic services include, but are not limited to, substance dependence (to address patterns of drug and alcohol use that impede well-being and create barriers for stabilization and success), decision-making (to help individuals reframe and reconstruct thinking patterns that support well-being, empowerment and autonomy), self-management (to learn and practice managing daily choices and actions and to adjust daily functioning to engage in behaviors that support well-being), and interpersonal skills (to address conflict issues with family or peer relationships, or internal conflict that creates difficulties with others).
- Social service supports include mental health services (e.g., one-on-one therapy, group counseling, psychiatry, creative arts therapy), substance use treatment, physical healthcare, basic and higher education programming and support (e.g., literacy, GED/HSE, college readiness), family support, mediation, and reunification (including parenting classes), assistance identifying and securing emergency, temporary, and/or permanent housing (including through completing housing applications, providing connections to rental assistance, providing emergency and/or transitional housing, etc.), financial literacy education, benefits and Medicaid enrollment, child care on-site and/or connections to external child care options, health education (including sexual health (e.g., HIV, Sexually Transmitted Infection (STI), and Hepatitis B and C prevention) and food and nutrition), legal services, voting registration and civic engagement education.
- Develop comprehensive case management plans that directly address criminogenic risks and reentry needs, as identified by validated criminogenic risk assessments and other needs assessments and facilitate referrals and connection to services in a manner consistent with participants' particular needs, learning styles, and abilities.
- Offer mentorship and navigate service connections by staff with lived experience in the criminal legal system, for up to approximately one year, to build trusting relationships that can foster interest in service engagement when needed. Mentors should be based in their clients' neighborhoods to ensure cultural competency and to enhance capacity within communities to provide services.

Target Program Participants:

The Office of Violence Prevention seeks to reach different target populations with CVI programming. Target populations include but are not limited to:

1. Members of a gang known to be actively involved in violence
2. Individuals with a history of criminal activity including crimes against persons

3. Individuals who carry or have access to lethal weapons
4. Individuals with pending or prior arrest(s) for weapons offenses
5. Victims of a recent shooting or other serious violence
6. Individuals leaving or recently released from the incarceration
7. Individuals with substance abuse or mental health concerns
8. Youth and families exposed to gun violence
9. People at risk of being victims or perpetrators

Target Neighborhoods:

Based on recent trends in shootings, killings and other forms of severe violence as evidenced by health indicators and local police data on shootings and violent incidents for at least the past three years, proposals with services located in these targeted neighborhoods will be prioritized.

- Dutchtown
- Wells/Goodfellow
- Hamilton Heights
- Walnut Park
- Columbus Square
- Carr Square
- Peabody Lasalle
- O'Fallon
- Penrose
- Fountain Park
- College Hill
- Baden

Hiring:

Selected Respondents will employ and retain trusted community members with the appropriate training and credentials to provide the proposed intervention. Please note that justice-involved individuals are not precluded from serving in these roles.

Data Collection Expectations:

The City of St. Louis anticipates hiring a network of community partners who will engage in community violence interruption. For this to be successful, all Respondents must commit to standard data sharing and shared metrics. Respondents may indicate in their proposal if they will need support to fulfill this expectation. All Respondents should anticipate the following practices:

1. The Respondent will have procedures in place to collect and report program performance and participant tracking data, ensure quality assurance, explain/interpret reported data and participate in performance monitoring activities.

2. The Respondent in collaboration with the Office of Violence Prevention will agree to a standard reporting system and schedule of reports.
3. Program staff will document all activity related to identification of conflict, mediation, participant recruitment, mentoring, and service referral and maintain files securely.
4. The Respondent will submit reports to the Office of Violence Prevention that outline program performance and activities on a schedule set by the City.
5. The Respondent will participate in program evaluations, as requested by the City.

Budgeting:

Respondents shall have the administrative capacity to manage City contracts and provide regular financial reports regarding spending for the proposed program on a monthly basis. Standard financial reporting forms will be developed by the City for the entity to fill out. Entities may work with a fiscal agent. All items listed must directly benefit and support the operation of the proposed program. Below are the types of costs contained in a budget.

1. Direct costs

- o **Personnel:** List all staff that will work directly on the proposed program.
- o **Fringe and benefits:** This line item represents benefits (health, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes.
- o **Equipment/Furniture:** Durable goods such as computers and furniture.
- o **Facility Rental:** Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs directly needed for the program.
- o **General Office Supplies:** Paper, pens, toner, or other reasonable program-related office supply expenses.
- o **Professional Development:** Costs associated with professional development and training of direct service staff, such as workshop or seminar fees, or training materials.
- o **Program Supplies:** Curriculum workbooks, food, event materials (e.g., banners, etc.), and other program supply expenses that are required for the proposed program.
- o **Telephone/Internet/Communications:** May include mobile phone, telephone, internet and postage related to the proposed program.
- o **Travel/Transportation:** Describe the purpose and calculation for all travel. Local travel estimates should be based on your organization's v current policies. Any out-of-area travel needs should be carefully itemized and justified.

2. Indirect Cost

- o Indirect costs may not exceed **10%** of the total grant request.

- o Examples of allowable expenses in the indirect line item include: audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (e.g. Executive Director's time or any other staff who works minimally on the funded program).
- o You must be able to document and justify indirect costs charged to this grant.

VII. Method of Compensation

The purpose of this RFP is to appropriate \$16 million of the funding allocated to community violence intervention over the next several years, \$6 million of which is designated for youth diversion. Award amounts of varying sizes will be considered, with potential awards of up to \$750,000.00 annually.

Any agreement entered into pursuant to this RFP will provide compensation on a monthly basis. Invoices for payment shall be submitted to the Office of Violence Prevention. Invoices must be submitted no later than the fifteenth day of the month following completion of the service.

Payment shall be conditioned upon receipt of appropriate, accurate, and acceptable invoices submitted in a timely manner with supporting documentation as required by the Office of Violence Prevention

VIII. Required Proposal Contents

- A. Letter of Intent: Respondents shall provide a letter with authorizing signature for the proposal. The letter must include a thorough description of your organization and key contact information. Provide the name, title, telephone number and e-mail address of the persons who will function as the primary contact and back-up contact person. Briefly summarize the Respondent's ability and willingness to perform the services required by the RFP. **The letter should be no more than one page.**
- B. Program Narrative – Response to Exhibit A: In this section, Respondents must respond to all criteria listed in Exhibit A and provide the required attachments. **Answers to Exhibit A are not to exceed 12 pages in total length. The attachments required for Exhibit A do not count toward your 12-page limit for Exhibit A.**
- C. Verification of License/Taxes: In this section, respondents must affirmatively verify that the firm has a current business license or exemption and is current with tax remittance.
- D. Minority & Women Business Enterprises: In this section, respondents shall describe their organization's M/WBE participation and attainment of the City's M/WBE goal. See Section IX.

IX. Proposal Evaluation

The evaluation of qualifications will be performed by Community Evaluators who will make a recommendation to the Selection Committee composed of representatives of the Mayor's Office, Comptroller's Office, the Office of the President of the Board of Aldermen, and the Office of Violence Prevention, in accordance with the guidelines established by Ordinance No. 64102 and the Regulations established by the Board of Public Service.

The Selection Committee will consider, at a minimum, the following, as related to the selection of organizations qualified to perform the services requested above:

- A. The recommendations of the Community Evaluators;
- B. The entity's record of successful violence intervention and prevention services, experience with a community-based approach, evidence of applying an equity-centered lens, and proposed data collection strategy and proposed budget, financial management and contract management in accordance with the weights given in Exhibit A;
- C. Specialized experience, qualifications and technical competence of the organization, its principals, project manager and key staff;
- D. Ability of the organization to provide innovative solutions;
- E. Approach to the project and any unusual problems anticipated;
- F. The capacity and capability of the organization to perform the work within the time limitations;
- G. Past record and performance of the organization with respect to schedule compliance, cost control, and quality of work;
- H. Proximity of the organization to the City;
- I. Fees or fee structure as may be appropriate for the service to be provided;
- J. Availability of financial and operating resources as required to complete the work;
- K. M/WBE and/or DBE participation;
- L. Ability of the organization to meet statutory or ordinance requirements;
- M. Other relevant criteria as may be developed by the Office of Violence Prevention or the Selection Committee with regards to future proposal requirements. One such relevant, though not determinative, consideration will be the organization's commitment to the City of St. Louis.

The Office of Violence Prevention reserves the right to interview, or call for a presentation from, any Respondent submitting a response. The Office of Violence Prevention also reserves the right to discuss the proposals with any or all Respondents. The Office of Violence Prevention may request additional submission of information during the negotiations of the contract.

X. Minority and Women's Business Enterprise Participation (MBE/WBE)

The City of St. Louis is committed to promoting fair and open competition for Minority Business Enterprises and Women's Business Enterprises seeking to do business with the City of St. Louis. The Selection Committee shall consider participation by M/WBEs certified under the City's M/WBE program in making its selection. If your proposal utilizes any such certified M/WBEs, describe such participation.

XI. Insurance Requirements

Any Respondent awarded a contract pursuant to this RFP shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker's Compensation Insurance. Policy limits shall be dependent upon the scope of services, but no coverage amount listed shall be construed to limit the liability of any Respondent. Each Respondent awarded a contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of the contract, with "The City of St. Louis" listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

City of St. Louis – Office of Violence Prevention
1200 Market Street, Room 401
St. Louis, MO 63103

Each Respondent's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration. Such Insurance company must have a financial strength of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide. (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to, and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City's policy will be excess over Consultant's policy.

XII. Living Wage

Any contract entered into pursuant to this RFP may be subject to the St. Louis Living Wage Ordinance (Ordinance No. 65597, codified at Chapter 3.99 of the Revised City Code of St. Louis (2020)) and its associated Regulations. Respondents hereby agree to comply with the following measures, as applicable:

1. **Minimum Compensation:** Respondent hereby agrees to pay an initial hourly wage to each employee performing services related to this Agreement in an amount no less than the amount stated on the Living Wage Bulletin attached hereto as Appendix 1. The initial rate shall be adjusted each year no later than April 1, and Respondent hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Bulletin at the time the Bulletin is issued and posted at <http://www.flystl.com/business/business-diversity-development-1/living-wage>.
2. **Notification:** Respondent shall provide the Living Wage Bulletin to all employees, together with a Notice of Coverage, in English, Spanish, and other languages spoken by a significant number of the Respondent's employees, and within thirty (30) days of contract execution for existing employees, and within thirty (30) days of employment for new employees.
3. **Posting:** Respondent shall post the Living Wage Bulletin, together with a "Notice of Coverage" in English, Spanish, and other languages spoken by a significant number of the Respondent's employees, in a prominent place in a communal area of each worksite covered by this Agreement.
4. **Subcontractors-Service Contracts:** Respondent hereby agrees to require subcontractors to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such subcontractors. Respondent shall include these Living Wage Compliance Provisions in any contract with such subcontractors.
5. **Term of Compliance – Service Contracts:** Respondent hereby agrees to comply with these Living Wage Compliance Provisions for as long as work related to this Agreement is being performed by Respondent's employees, and to submit the reports in the form of the document located at <https://www.flystl.com/uploads/documents/living-wage/Annual-Report-Form-For-Current-Contractors.pdf> for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Respondent shall provide the Annual Reports and attachments required by the Ordinance and the Regulations.
7. **Penalties:** Respondent acknowledges and agrees that failure to comply with any provision of the Ordinance and/or providing false information may result in the imposition of penalties specified in the Ordinance, which penalties may include, without limitation, per order of the City Compliance Official, the following:

- i. Suspension and/or termination of the contract, subcontract, lease, concession agreement, or financial assistance agreement by the City;
- ii. Forfeiture and repayment of any or all of the financial assistance awarded by the City of St. Louis;
- iii. Barring the Respondent from eligibility for future City contracts and/or financial assistance until all ordered relief has been made or paid in full;
- iv. Liquidated damages payable to the City of St. Louis in the amount of \$500 for each week, or part thereof, that an employee has not been provided wages and benefits in accordance with the Living Wage Ordinance. Each weekly violation shall constitute a separate violation of the Ordinance and must be demonstrated separately.

Accordingly, Respondents shall submit with their proposal the Living Wage Acknowledgment and Acceptance Declaration, attached as Appendix 2.

XIII. Service Contract Prevailing Wage

For all positions listed on the Secretary of Labor's wage and fringe benefits determination, (see <https://sam.gov/wage-determination/2015-5075/18>), and as applicable, Respondents will be required to provide the minimum prevailing wage and the minimum prevailing fringe benefits required and abide by the terms of Ordinance No. 62124, codified at Chapter 6.20 of the Revised Code of the City of St. Louis (2020) in any contract entered into pursuant to this RFP. If any services for which the successful respondent is obligated under an Agreement pursuant to this RFP is subcontracted, the successful respondent shall provide in any service subcontract (1) provisions specifying the minimum prevailing wage and the minimum prevailing fringe benefits to be paid to the subcontractor's service employees and (2) a representation by the subcontractor to abide by the terms of this chapter and to pay and provide to all service employees said minimum prevailing wage and minimum prevailing fringe benefits as noted in the service subcontract.

XIV. Earnings Tax Requirements

Respondents shall be required to submit valid certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of any contract for services executed on behalf of the City stating that the respondent has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the respondent has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Further, every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

XV. Additional RFP Terms and Conditions

A. Indemnification

Each Respondent, in seeking, receiving, or possessing this RFP and/or in submitting a response, does release, indemnify, and hold the City and its various employees, representative and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

B. Amendments

Respondents may submit amended qualifications before the deadline for receipt of qualifications. Such amended qualifications must be complete replacements for a previous submission and must be clearly identified as such in the transmittal letter. The Office of Violence Prevention will not merge, collate, or assemble respondents' materials.

C. Right to Withdraw Proposal

Respondents are permitted to withdraw their submissions at any time prior to the deadline for receipt. Respondents must submit a written withdrawal request signed by the Respondent's duly authorized representative(s) addressed to the Office of Violence Prevention

D. Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

All RFP addenda will be issued on the City website. To access addenda, Respondents must locate "RFP for Permit Application and Inspection Management System" at the following address: <https://www.stlouis-mo.gov/government/procurement.cfm>

There are no designated dates for release of addenda. Therefore, interested Respondents should check the City website on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of Respondents to be knowledgeable of all addenda related to this RFP.

E. Contents of Proposals

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All Proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the Building Division, pursuant to the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and

communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

F. Respondents Responsibility

Respondents assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a Respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

G. Termination

This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when the Office of Violence Prevention determines it is in the best interest of the City and/or the Office of Violence Prevention

XVI. Terms to be Required in Contracts

Any contract entered into pursuant to this RFP may require the inclusion of the following, or substantially similar, terms. By submitting qualifications in response to this RFP, Respondents agree to adhere to such terms:

A. Recordkeeping & Audits

Contractor shall provide City monthly written programmatic updates in the manner prescribed by the Director of Health, or his or her designee. Contractor shall maintain adequate records to establish that the funds provided herein are expended on eligible costs. All records and documentation shall be made available to City and/or authorized agents to the extent necessary to adequately permit evaluation and verification of Contractor's full compliance with contract documents. In those situations where Contractor's records have been generated from computerized data or records, in addition to hard copy (reports), Contractor shall provide such information on disk or in a suitable alternative electronic format. Financial records, supporting documentation, statistical records, and all other records pertinent to this contract's activities shall be retained by Contractor for a period of at least five (5) years from the date of final payment under this contract and for any longer period, if any, required by local, state or federal agencies. Contractor shall maintain such records and accounts, including property, personnel and financial records, as are deemed necessary to assure a proper accounting of all contract funds. Upon request by City, Contractor shall allow City to monitor the services provided by Contractor through site visits during normal business hours. Contractor shall make all records available for inspection by representatives of City during normal business hours.

The City reserves the right to audit Contractor's accounts relating to the agreement at any time. Any questioned costs that may arise as a result of any audit can only be resolved in one of the following ways:

1. Introduction of the appropriate documentation.
2. Resolution of the questioned cost by Contractor in a manner that is satisfactory to City.

3. Repayment of questioned costs to the City.

B. Non-Discrimination Policy

Contractor agrees that neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin. Further, Contractor shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

C. Public Records Law

Contractor is hereby notified that the City is a “public governmental body” under and subject to the State of Missouri’s Sunshine Law (the “Act”), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

D. Unauthorized Aliens Affidavit

Contractor shall, pursuant to the provisions of Section 285.525 through 285.555 of the Revised Statutes of Missouri, as amended, by sworn affidavit, attached herein as Appendix 3, and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Respondent(s) shall also affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the above-stated Statutes. Appendix 3 is not required until engagement in the contract process has begun.

E. Anti-Discrimination Against Israel Act

Contractor shall, pursuant to the provisions of 34.600 of the Revised Statutes of Missouri, by sworn affidavit, attached herein as Appendix 4, affirm that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Appendix 4 is not required until engagement in the contract process has begun.

F. Indemnification

Contractor is, and at all time hereunder, shall be and remain an independent contractor, and nothing herein shall be interpreted to mean that Contractor or any of its employees or agents is an employee or agent of the City of St. Louis.

Contractor will protect, defend, and hold the City, and its Board of Aldermen, and its officers, employees, and agents completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out

of or incident to this Agreement and the use or occupancy of the City's premises and the acts or omissions of Contractor's officers, agents, employees, consultants, subcontractors, licensees, invitees, or independent consultants regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Contractor will also use counsel reasonably acceptable to the City Counselor of the City, or his/her designee, in carrying out its obligations hereunder. No alderman, director, commissioner, board member, officer, employee or other agent of the City of St. Louis shall be personally liable under or in connection with this Agreement. The Provisions of this section survive the expiration or early termination of this Agreement.

G. Subject to Appropriation of Funds

Notwithstanding any other provision to the contrary herein contained, the City of St. Louis reserves the right to not appropriate funds to make any payments required hereunder in any fiscal period or to re-appropriate existing funding. In the event funds are not appropriated by the City of St. Louis for the purpose of making payment as required herein or funds are re-appropriated for another purpose, this Agreement shall terminate as of the last day of the fiscal period for which appropriations were made, without penalty or expense to the City whatsoever, except as to the extent portions of the funds previously appropriated are otherwise available. The City will immediately notify Contractor of any such re-appropriation. Non-appropriation or re-appropriation shall not constitute a default hereunder.

H. Prohibition on Limitation of Liability Clauses

Any clause in this Agreement interpreted to limit Contractor's liability shall not be enforced to the extent that it acts as a limitation of Contractor's liability. Limitations of liability include, but shall not be limited to:

1. Limitations, exclusions, or disclaimers of the City's right to bring a breach of warranty or breach of contract claim under this Agreement;
2. Limitations, exclusions, or disclaimers of exemplary, special, or consequential damages resulting from, relating to, or arising out of a breach of warranty or breach of contract claim under this Agreement;
3. Limitations, exclusions, or disclaimers on the City's right to bring suit for losses, damages, injuries, costs, or expenses.

I. Termination

This Agreement may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all services performed up until the date of termination.

This Agreement may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If the Contractor fails to

cure, it shall indemnify the City against any loss caused by its failure to perform and abandonment of the Agreement.

XVII. Legal Requirements Including Federal Reporting

The anticipated contract or subrecipient agreement may be funded wholly or in part with federal funds, which may include American Rescue Plan Act (ARPA) funds. To comply with local state and federal laws, including the rules and regulations that govern awards of federal funds, the City shall require that any contract or agreement involving federal funds between the City and a respondent arising out of this RFP include Supplementary Conditions in substantially the form set forth on Appendix 5 as binding terms of the contract or agreement. The final wording of the Supplementary Conditions may be modified during contract negotiations.

XVIII. Governing Law and Venue

This RFP, and any agreement or contract with Respondents that may result, shall be governed by the laws of the State of Missouri and the City of St. Louis, and venue for any dispute regarding this RFP or any subsequent contract shall be in the Circuit Court of the Twenty-Second Circuit, Missouri.

EXHIBIT A

Program Narrative

In no more than 12 pages, *excluding attachments flagged below*, respond to the below prompts to describe your qualifications and proposed programming. There are five categories included in this program narrative. You will be scored by Community Evaluators based on the following criteria outlined in the below five categories. Categories include the following:

1. *Record of successful violence intervention and prevention (20 percent)*
2. *Experience of applying an equity-centered lens to work (20 percent)*
3. *Description of proposed programming/services (40 percent)*
4. *Proposed data collection strategy (10 percent)*
5. *Proposed budget, financial management, and contract management (10 percent)*

1. *Record of successful violence intervention and prevention*

- Tell us about your organization's mission and history.
- Describe your agency's experience providing the proposed services. Include information on years of service in the community to be served, and how the proposed program aligns with your agency's mission.
- Briefly describe any strengths that make your organization uniquely qualified to provide the proposed services. Include information on organizational language capacity, specific subpopulations served (e.g. group/gang-involved people, women impacted by violence, etc.), and/or specific services your organization is qualified to offer (e.g. conflict mediation, mental health, etc.) that relate to proposed services. List and describe your relationship with organizations that you work in close
- partnership with to provide the proposed services.
Provide three references who can speak to your organization's work and impact.
- These references should not be family members, staff, or board members. ***Your references are an attachment and do not count toward your 12-page limit for Exhibit A.***

2. *Evidence of applying an equity-centered lens to work*

- Describe your organization's experience with centering equity for Black and Brown communities at the foundation of your programs and initiatives.
- Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and briefly discuss their roles.
- Provide brief resumes/qualifications of staff that intend to participate in the project as well as an organizational chart. If you intend to hire staff, please

indicate that the position is “to be hired.” ***The resumes and organization chart are an attachment and do not count toward your 12-page limit for Exhibit A.***

- Describe how your organization supports the success of staff. Include information about your supervision structure, opportunities for skill development, and how your agency supports staff exposed to violence and trauma.
- If applicable, describe any facilities and/or satellite sites that are accessible by public transportation for the population to be served, as well as those to be used as space for administrative functions for the organization.

3. Description of Proposed Programming/Services

- Describe your proposed program/services and scope of work, including what type of services will be provided, and how will they be provided (e.g., in groups, cohorts, individually). Briefly describe the underlying values and theories that inform your program design.
- Identify the priority/target population for your program, including the specific neighborhoods your program would serve, if applicable. Describe how your agency will engage participants in services.
- Describe how you will partner with and/or involve parents, caregivers, and/or other community support systems to ensure that participants or services are successful. Briefly describe the formal or informal partnerships you have with institutional
- organizations and community-based organizations. Describe how these partnerships enhance the services provided and include information about how coordination takes place. Indicate whether written agreements exist around data-sharing, referrals, and/or service provision.
- Describe the tools and/or approaches your program will use to tailor opportunities and services to individuals’ specific risks, needs, and interests.
- Explain how your program will complement existing community programming.

4. Proposed data collection strategy

- All respondents must commit to sharing individual-level, aggregate, and narrative data reports. Describe what input, output, and outcome metrics you will use as part of this project to track program recruitment, participation, referrals, service connections, and other indicators of program operations and performance. Metrics should align to the proposed program objectives/goals.
- Tell us about the tools and procedures you will use to collect, explain/interpret, report, and securely maintain data. Proposers who do not have data collection experience should identify what supports they would need to be able to collect and share data regularly. This support should be described in this section and may

also be detailed in the proposed budget if the proposer anticipates using funding to support data collection.

5. *Proposed budget, financial management, and contract management*

- Indicate the total amount you are requesting and attach a proposed budget. Be sure to include a staffing plan to fully implement programming, as well as a realistic timeline to launch the program and become operational upon award notice. Timeline must detail the first 12 months. **The budget is an attachment and does not count toward your 12-page limit for Exhibit A.**
- Tell us about your financial management system:
 1. How does your organization establish and maintain general accounting principles?
 2. What is your fiscal staffing structure to successfully support these functions?
 3. What are your internal controls to safeguard all funds that may be awarded under the terms of this funding opportunity?
- Describe your organization's ability and/or plan to effectively manage contracts comparable to this funding amount.
- Provide the organization's most recent independent audit or certified financial statement. If the proposer does not have an audit or certified financial statement, please upload a letter explaining why. **The audit, certified financial statement or letter, is an attachment and does not count toward your 12-page limit for Exhibit A.**

Appendix 1

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES EFFECTIVE APRIL 1, 2022

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$14.39** hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$18.99** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.60** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2022**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Office of Violence Prevention and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.flystl.com/bdd> or obtained from:

**City Compliance Official
c/o St. Louis Airport Authority
St. Louis, MO 63145
(314) 426-8111**



CITY OF ST. LOUIS LIVING WAGE ORDINANCE

NOTICE TO EMPLOYEES

St. Louis Living Wage Rates Effective April 1, 2022

This employer is a contractor with the City of St. Louis. This contract is subject to the Living Wage Ordinance (LWO) Number 65597 established by the Board of Alderman. If you are an employee performing any service under this contract, you must be paid a "Living Wage."

THESE ARE YOUR RIGHTS...

Living Wage

If you are an employee performing services under a City contract, you must be paid not less than the living wage rate of **\$14.39** per hour plus at least **\$4.60** per hour for health benefits or **\$18.99** per hour without health benefits.

Retaliation

You cannot be transferred, demoted or terminated for reporting violations of the Living Wage Program. All acts of retaliation can be reported to the Living Wage Program Compliance Officer by calling the Living Wage Hotline.

You may Report Living Wage Violations to:

LIVING WAGE HOTLINE: (314) 890-1809

ST. LOUIS CITY LIVING WAGE COMPLIANCE: (314) 426-8111

APPENDIX 2

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

(To be completed by each respondent to a bid/proposal solicitation when that solicitation has included Living Wage Advertisement/Solicitation Language.)

RESPONDENT NAME: _____

RFP TITLE: _____

DATE: _____ **PREPARED BY:** _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation may be subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations, as applicable, if awarded a contract pursuant to this solicitation. I am _____ authorized to make the above representations on behalf of the bidder or proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

APPENDIX 3

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared
_____ (Name) who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (Position/Title) of _____. (Contractor)

I have the legal authority to make the following assertions:

1. _____ (Contractor) is currently enrolled in and actively participates
in a federal work authorization program with respect to the employees working in
connection with this Agreement, as required pursuant to Sections 285.525 through
285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000,
as amended, _____ (Contractor) does not knowingly employ any
person who is an unauthorized alien in connection with this Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official
seal this _____ day of _____, 20_.

Notary Public

My Commission Expires:

APPENDIX 4

STATE OF _____)
_____) ss.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____(Name)
who, by me being duly sworn, deposed as follows:

My name is _____(Name), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein state:

I am the _____(Position/Title) of _____
(Contractor), and I have the legal authority to make the following assertion and certification
and do hereby certify that pursuant to RSMO. Section 34.600,
_____(Contractor) is not currently engaged in and shall not, for the
duration of the contract, engage in a boycott of goods or services from the State of Israel;
companies doing business in or with Israel or authorized by, licensed by, or organized under
the laws of the state of Israel; or persons or entities doing business in the state of
Israel.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this
_____day of _____, 20____.

Notary Public

My Commission Expires:

APPENDIX 5

SUPPLEMENT OF REQUIRED CONTRACT PROVISIONS PURSUANT TO THE AMERICAN RESCUE PLAN ACT FUNDS

The City of St. Louis, Missouri (the “City”) is the recipient of American Rescue Plan Act (“ARPA”) funds from the United States Department of the Treasury (the “U.S. Treasury”). In consideration for receiving ARPA funds as a Subrecipient or Contractor (hereinafter referred to as “Contractor”) for eligible expenses under ARPA, the Contractor shall comply with the following required supplementary terms and conditions to the Agreement (the “Supplementary Conditions”).

The Contractor shall attach these Supplementary Conditions to all subcontracts and shall require that all subcontractors attach these Supplementary Conditions to their sub-subcontracts at all levels. When these Supplementary Conditions are attached to any lower tier contract (e.g., a contract between Contractor (as defined above) and any subcontractor, or between Contractor’s direct or indirect subcontractors), references herein to “City” shall be deemed to refer to the party seeking products and/or services, and references to “Contractor” shall be deemed to refer to the party providing products and/or services, and references to the “Agreement” or “agreement” or “Contract” or “contract” shall be deemed to refer to the agreement between such subcontracting parties.

Notwithstanding anything to the contrary in the Agreement, except as expressly provided under the terms of these Supplementary Conditions, the terms of these Supplementary Conditions shall be deemed to control in the event of a conflict with other provisions contained in the Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of these Supplementary Conditions.

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1. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in the Agreement and/or these Supplementary Conditions, including, but not limited to all federal laws, regulations, executive orders, policies, procedures, and directives applicable to the receipt of ARPA funds, shall be deemed to be inserted herein and the Agreement and Supplementary Conditions shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the decision of the City such provision shall forthwith be inserted and written notice provided to Contractor.
 2. **STATUTORY AND REGULATORY COMPLIANCE.** Contractor shall comply with all laws and regulations applicable to the ARPA funds. The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under ARPA funding. The Contractor shall return to the City any funds disallowed within ninety days of notification by the City to return such funds.

3. **BREACH OF CONTRACT TERMS.** The City reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of the Agreement, in instances where the Contractor or any of its subcontractors violate or breach any Agreement term. If the Contractor or any of its subcontractors violate or breach any Agreement term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by these Supplementary Conditions and the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
4. **PUBLICATIONS.** Any publications produced with funds from the federal award must display the following language: “This project is supported in whole or in part by federal award number _____ awarded to the City of St. Louis by the U.S. Department of the Treasury.”
5. **ADMINISTRATIVE, COST, AUDIT AND PROGRAM REQUIREMENTS.** The Contractor must comply with the most recent version (unless a specific version is noted) of the Administrative Requirements, Cost Principles, and Audit requirements, and to the extent necessary cooperate and maintain information and documentation to allow City to comply with the applicable regulations governing use of the ARPA funds and Audit Requirements for Federal Awards. Failure to do so may result in disallowance of costs upon audit.
6. **RECORDS AND REPORTING REQUIREMENTS.** The Contractor shall establish and maintain complete records, including accurate books, records, documents, accounts, financial records, supporting documents, statistical records, and all other evidence and records pertinent to performance of work done for the City under the Agreement (the “Records”) consistent with generally accepted bookkeeping practices. Contractor shall retain the Records in accordance with Section 13-14 below. The City and any person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within the City or, if no such office is available, at a mutually agreeable and reasonable venue within the City, for the term specified above for the purposes of inspection, auditing and copying. The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the City. The Contractor shall cooperate with all City efforts to comply with ARPA related requirements and regulations pertaining to recordkeeping and reporting.
7. **SAM.** Contractor will comply with the regulations relating to Universal Identifier and System for Award Management according to 2 CFR Part 25 and Appendix A thereto. Contractor must:
 - a. Be registered in the SAM prior to submission of an application or plan;
 - b. Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries,

as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and

- c. Provide its unique entity identifier in each application or plan it submits to the Federal awarding agency.
 - d. Review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.
8. **DEBARMENT AND SUSPENSION.** The Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the Contractor is required to verify that the Contractor and none of its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The Contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction (e.g., subcontract) it enters into. This certification is a material representation of fact relied upon by the City. If it is later determined that the Contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C throughout the period of the Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.
9. **CONFLICTS OF INTEREST.** The Contractor shall notify the City in writing as soon as possible if the Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the City is able to assess such actual or potential conflict. The Contractor shall provide the City any additional information necessary for the City to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the City, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. If requested by the City, Contractor shall sign a certification affirming that it has no conflict of interest arising from performance of work on a specific task.
10. **SUBCONTRACTING/ASSIGNABILITY.** The Contractor shall not subcontract nor assign any interest in the Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the City.
11. **PROCUREMENT.** The Contractor shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.318-326. These requirements generally require an open and competitive process for subcontractors, with limited and specific

exceptions. The Contractor must maintain records sufficient to detail the history of procurement and provide such records to the City. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

12. LOBBYING (Applicable to Agreements exceeding \$100,000). The Contractor certifies, to the best of its knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

13. AUDIT / ACCESS TO RECORDS. The City, U.S. Treasury, the Comptroller General of the United States, the Government Accountability Office, the Pandemic Relief Accountability Committee, the Office of the Comptroller of the City, and any other authorized oversight agencies, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are directly pertinent to the Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions. Such audits may include review of the Contractor's accounting, financial, and reporting practices to determine compliance with the Agreement and reporting requirements; maintenance of accurate and reliable

original accounting records in accordance with governmental accounting standards as well as generally accepted accounting principles; and specific compliance with allowable cost and expenditure documentation standards prescribed by applicable federal, State, and City guidelines. The Contractor agrees to provide the above referenced entities or their authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement. The foregoing is not intended to limit the City's right to audit and/or access Contractor records that may be provided under the Agreement.

14. **MAINTENANCE/RETENTION OF RECORDS.** Contractor shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (collectively, the "Records") (i) for five (5) years after all funds have been expended or returned to the U.S. Treasury, or (ii) for the minimum retention period that may be provided under the Agreement, whichever is longer.
15. **CITY SEAL, LOGO, AND FLAGS.** The Contractor shall not use the City seal(s), logos, crests, or reproductions of flags or likenesses of City agency officials without specific City pre-approval.
16. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to the Agreement. False statements or misrepresentations in a proposal to obtain federal funds automatically will disqualify an applicant. If false statements or misrepresentations are discovered after such funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the Agreement voidable at the discretion of the City.
17. **SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.** The Contractor will comply with the small and minority firms, women's business enterprise, and labor surplus area requirements as set forth at 2 C.F.R. Part 200.
18. **NONDISCRIMINATION.** The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;

- b. Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. § 206(d));
 - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
 - d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 et seq.) as implemented by all applicable regulations;
 - e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
 - f. Equal Employment Opportunity-E.O. 11246, as amended; and
 - g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements.
19. **TITLES VI AND VIII OF THE CIVIL RIGHTS ACT OF 1964 AND EXECUTIVE ORDER 11063.** The Contractor shall comply with the provisions of Titles VI and VIII of the Civil Rights Act of 1964 and with Executive Order 11063. No person shall, on the grounds of race, color, religion, sex, or national origin (including limited English proficiency), disability, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. No person shall, on the grounds of race, color, religion, sex, or national origin, be discriminated against in the sale, rental, or financing of dwellings. To the extent that any such sale, lease or other transfer of land shall occur, Contractor, in undertaking its obligation to carry out the program assisted hereunder, will not itself so discriminate. Contractor shall provide data as requested by the City to demonstrate compliance with these requirements.
20. **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.** The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations, and with the Americans with Disabilities Act of 1990 (42 U.S.C. § 126), as amended, and any applicable regulations. The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.
21. **AGE DISCRIMINATION ACT OF 1975.** The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

22. SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000). The Contractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

23. CONTRACTOR'S CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE. The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The ProChildren Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

- a. The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.
- b. The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000 per day

24. DRUG FREE WORKPLACE. The Contractor certifies it shall provide a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this Agreement under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to: City Counselor's Office, Attn: Deputy City Counselor for Transactions, City Hall Room 314, 1200 Market Street, St. Louis, MO 63103.

25. RELOCATION ASSISTANCE. The Contractor will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real

property acquired for project purposes regardless of Federal participation in purchases.

26. CONTRACTOR'S CERTIFICATION REGARDING EMPLOYEE WHISTLEBLOWER PROTECTIONS. The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition,

- a. Whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment;
- b. the Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce; and
- c. The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.

27. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT. The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

28. LABOR STANDARDS. Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

29. LEAD-BASED PAINT. Contractor will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

30. POLITICAL ACTIVITY (HATCH ACT). The Contractor will comply with the provisions of the Hatch Act (3 USC Sections 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

31. HUMAN TRAFFICKING. The Contractor assures that it and its subcontractors shall comply with EO 13333, (March 16, 2004), Amending Executive Order 13257, to implement the Trafficking Victims Protection Reauthorization Act of 2003. The Annual Agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or subcontractor engages in: "(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant, contract, or cooperative agreement; or (iv) acts that directly support or advance

trafficking in persons.” (22 U.S.C. § 7104(g)).

32. SEAT BELT USE. Pursuant to EO 13043 (April 16, 1997), Increasing Seat Belt Use in the United States, the Contractor and its subcontractor are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
33. TEXT MESSAGING. Pursuant to EO 13513 (October 1, 2009), Federal Leadership on Reducing Text Messaging While Driving, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
34. PRE-AWARD COSTS. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
35. DISCLAIMER. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.